



Position Description: Junior Management Consultant

Orbis Risk Consulting is looking for an energetic, driven, bright and experienced individual to join our growing management consulting practice. The Junior Consultant assists project teams in delivering on a wide range of projects including, risk assessments, audits, financial management projects and business performance improvement engagements.

As a Junior Consultant, you will play an integral role in the successful completion of client assignments and may be responsible for performing work independently as well as under the direction of the senior consultant or manager.

Main Duties and Responsibilities:

The following are key duties and responsibilities of the Junior Consultant:

Client Assignments

- Assist the senior consultant and/or manager in coordinating fieldwork for assignments by contributing to the development of project plans, fieldwork task schedules, scheduling and preparing for workshops and interviews, gathering documentation, and liaising with client staff.
- Perform engagement procedures designed to identify and define issues, review and analyze evidence, and document business processes. Prepare working papers to support results of procedures.
- Assist in interviews with client management to gain an understanding of client business conditions, risks and controls (including preparation of interview notes).
- Identify, develop and document issues and recommendations using independent judgment concerning areas being reviewed.
- Assist in coordinating and communicating the results of consulting and internal audit projects via written reports and oral presentations to management.
- Ensure all review notes are addressed and reviewed with the senior consultant and/or manager.
- Participate in the drafting of reports and presenting draft to the senior consultant and/or manager for review and approval.
- Related projects/work as assigned.

Proposals and Business Development

- Assist with developing proposals for submission to prospective clients.
- Participate in networking events related to Orbis' practice areas.

Internal Business Practices

- Identify and make recommendations to improve office work processes as applicable.
- Provide support as required to the administration of the management consulting practice.

Eligibility Criteria & Requirements:

Key Criteria and Eligibility Requirements

- Eligibility for a Government of Canada Security Clearance at the Secret Level
- Proficiency in English; French language skills considered an asset.
- Willingness to work overtime and flexible hours during peak periods.
- Excellent analytical and problem solving skills.
- Solid interpersonal and communication skills with ability to communicate and build rapport with colleagues, and clients.
- Proven ability to work in a team-orientated environment.



Job Location

1327A Wellington Street West, Suite 203, Ottawa, Ontario

Salary & Benefits

Salary is commensurate with education and experience and ranges from \$31,000 – \$42,000 (Undergraduate Degree Candidates). Competitive health and dental benefits are provided along with a fitness allowance. Vacation of 4 weeks is provided annually.

About Orbis

We are one of Ottawa's fastest growing advisory and assurance services firm delivering risk management, internal controls, and internal audit solutions. Founded in 2006, we have developed a solid reputation for service excellence and making our people a top priority. We pride ourselves on being a firm where individuals can thrive professionally and maintain the flexibility necessary to keep up with their busy personal lives. Located in Westboro, we currently have a team comprised of full-time staff and highly experienced and skilled associates. We have plans for sustained growth over the next 5 years, providing tremendous career opportunities.

Why Join Orbis

- You will play a key role on interesting and challenging projects.
- You will make a personal contribution to growing a business.
- We value flexibility in the workplace and understand the importance of family and personal commitments.
- Everyone at Orbis has a healthy dose of humility and positive attitude.
- Many of the consultants and staff you will work with are the best in the business, former CFOs, CEOs and seasoned professionals who you can learn a lot from.
- Orbis is an exciting and fun place to work; you'll look forward to coming to work each morning.

How to Apply

Send your resume including a short cover letter to jobs@orbisrisk.ca clearly stating the position you are applying for and how your skills and experience meet the job criteria and requirements.